THE IUE-CWA JOURNEYMAN CARD PROGRAM

The birth of our current program can be traced back to June 1957 when the Executive Board of the International Union adopted a recommendation of the IUE Skilled Trades Council that Journeymen Cards be issued to eligible skilled tradesmen who are members of—and represented by—the IUE.

The program has evolved to meet the ever changing environment in the work place throughout the years. We have modified the process at different points in time. Journeymen Cards are now issued by the IUE-CWA Skilled Trades Chairman through the Local Unions and continue to serve the basic purposes of the original recommendation adopted by the IUE in 1957.

1. Grant IUE-CWA recognition of a members journeyman status

2. Identify the occupations recognized as skilled by the IUE-CWA

3. Promote and encourage acquisition of skills by means of formal apprenticeship programs and enhancement of skills through continuous training and education

4. Maintain and promote high skilled trade standards throughout our industry

5. Assist in securing and maintaining employment in a skilled occupation
GENERAL INSTRUCTIONS REGARDING
ISSUANCE OF
IUE-CWA JOURNEYMAN CARDS

1. An IUE - CWA Journeyman Card will be issued only to those Skilled Trades
members within IUE – CWA or Affiliate who meet the criteria established by the
IUE – CWA Skilled Trades Committee and based on IUE – CWA Skilled Trades
Program.

The minimum criteria to be used in issuing Journeyman Cards are as follows:

A. The applicant must be currently or previously employed in a
recognized skilled occupation in an IUE-CWA plant or Affiliate. An
IUE-CWA or Affiliate member not currently employed at their trade
but with recall or other contract rights (other than standard rights to
upgrade afforded to all employees of the facility) with respect to their
trade will be eligible to apply for a Card. Retired IUE-CWA or Affiliate
members who are qualified are eligible to apply for and receive a Card.
(See list of skilled jobs to be used as a guide)

B. The applicant has successfully completed an apprenticeship training
program requiring two or more years of work experience on the job,
supplemented by appropriate related trade instruction, furnishing
adequate proof of completion of the training program

C. That in the event the applicant has not acquired their journeyman skill
through a recognized apprenticeship training program, they must be
able to furnish proof with verifiable work records of six years
experience at the trade

D. In states or areas which require electricians, plumbers, welders or other
crafts to meet high trade standards and be licensed, IUE-CWA or
Affiliate members working at their trade and meeting such criteria
shall on that basis be eligible to receive a Journeyman Card

2. The Journeyman Card is an International Union Card issued through the
IUE-CWA Skilled Trades Chairman in conjunction with the Local Unions Skilled
Trades Committee.

3. The screening of applicants begins at the Local Union level and then the IUE-CWA
Skilled Trades Chairman.
4. If the IUE-CWA Skilled Trades Chairman review does not concur with the Local Unions disposition of the application, the applicant and the Local Union Skilled Trades Committee shall be notified with the reasons therefore. Rejected applicants shall have the right to appeal through the Local Unions Skilled Trades Committee to the IUE-CWA Skilled Trades Chairman.

5. Unsatisfactory applicants and documents received by the IUE-CWA Skilled Trades Chairman will be returned to the Local Union Skilled Trades Committee and the applicant will be responsible for making corrections or obtaining any additional records or information required.

6. The IUE-CWA Skilled Trades Chairman of the Union will complete the Journeyman Card for an eligible applicant and will forward it to the Local Union. A record of each Journeyman Card issued, will be kept on file with the IUE-CWA Divisional Headquarters.

   A list of IUE-CWA recognized apprenticeable skilled trades is included in this document for determining whether or not the applicant is employed in a skilled occupation recognized within IUE-CWA’s skilled trades program. Job descriptions should be used for determining whether or not the applicant is performing the basic duties of the trade.

7. Any questions regarding the processing of applications should be promptly directed to your Local or International Skilled Trades representative. They may be contacted either directly or through the IUE-CWA Office by visiting IUE-CWA.org. By telephone 937-298-9984 or by mail at 2701 Dryden Road, Dayton, OH 45439.
PROCESSING AN APPLICATION FOR IUE-CWA JOURNEYMAN CARD

1. The applicant fills out and signs appropriate forms with verifiable documentation supporting their application (Sample of a completed Application is enclosed); and

2. Submits such application to his appropriate Local Union Representative; and

3. The Local Union Representative responsible for receiving Journeyman Applications is to submit the application to the Chairperson of the Local Union Skilled Trades Committee. The application is then reviewed according to Local Union procedure with a recommendation to accept or reject. It is then signed by the Local Union President and the Local Union Skilled Trades Chairperson, or a second Local Union Official in the absents of a Skilled Trades Chairperson; and

4. Forward application and supporting documentation to the IUE-CWA Skilled Trades Committee which will review and either accept or reject. The application, if approved at this level, it is signed by the IUE-CWA Skilled Trades Chairman and a Journeyman Card is issued by the IUE-CWA.

If the application is rejected at Step 3 or 4, the applicant is so advised and written reasons for rejection are given to them. The individual may appeal the rejection to the IUE Skilled Trades Committee through their Local Skilled Trades Committee.

5. The applicant must be a current or former member of the IUE-CWA or Affiliate who are qualified and eligible to apply for and receive a Card. Fulltime Union Representatives and officers who meet the Journeyman Card criteria and are qualified, are considered to be working at their trade

6. Each application must be accompanied by:

   A. A certification of graduation from a bonafide apprenticeship training program that meets IUE-CWA Recommended Apprenticeship Standards, or

   B. Work records proving six (6) years on-the-job experience at the trade. Electronic Technicians furnishing proof of completion of a typical two-year vocational or technical school course, or equivalent, are eligible for a Card upon completion of four (4) years of on-the-job experience at the occupation. An applicant who has graduated from a four (4) year course in his trade at a vocational or technical school shall be granted credit in the amount of 2 ½ years toward the six (6) year requirement. The graduation certificate or the records must be submitted in duplicate (Photostats acceptable). Work records should be on company letterhead. One copy is retained by the Local Union Skilled trades Committee and the other is forwarded to the IUE-CWA Skilled Trades Committee.
7. With respect to work records, if the company(s) from which the records are obtained is under contract with IUE-CWA or an affiliate, the letter embodying the work records should be signed by the Local Union Officer, Steward or Committeeperson designating the Local Union number and the office held. In the event the company refuses to provide the applicant with work records to support the application for a journeyman card the applicant may submit work records in affidavit form. This affidavit must be accompanied by an additional supporting affidavit detailing the steps which the applicant has taken to attempt to obtain work records from the company. This supporting affidavit must be signed by the applicant and co-signed by a Local Union officer, steward or committeeperson having personal knowledge of the applicants’ attempts to procure work records from the company.

If the plant is not under contract with IUE-CWA or an affiliate, the work records must be in affidavit form. (see example that follows) and must be accompanied by certified copies of the applicants federal tax returns, including w-2’s for all time periods detailed in such affidavit

8. Applicants including military service time in their work record must furnish detailed records of their actual military assignment and the actual job performed, such as a DD-214, a discharge certificate is not sufficient.
IUE-CWA SKILLED TRADES
WORK RECORD AFFIDAVIT

I, ________________________, being duly sworn upon my oath do depose and state as follows:

1. On ______________________ I contacted my employer ______________________ and requested a copy of my work records. This request was made to ______________________ in writing (copy attached) and was denied by ______________________ on ______________________.

2. Attached to this Affidavit are details of additional steps I have taken to secure my work records.

3. I have been unsuccessful in obtaining my work records from the company. ______________________ has personal knowledge of the steps I have taken to obtain my work records.

I have read the foregoing affidavit, know the contents thereof and that the same is true to the best of my knowledge.

________________________________________
Signature of Applicant

Subscribed and sworn before me this ______________________
day of ______, 20___ a Notary Public or other person authorized by law
to administer oaths and take acknowledgments in and for the County
of ______________________
State of ______________________
My Commission expires ______________________
Commission ______________________

________________________________________
Signature (Seal)

Union Officials Statement

I, ______________________, state that I hold the position of ______________________
in Local Union ______________________. I have read the foregoing affidavit of ______________________ and know that it is true and correct.

________________________________________
Signature

________________________________________
Date
Completed Application - Must be accompanied by documented work history & employer information. For each employer listed on application, job description for each occupation. Your Local Submits Application for should be submitted and on file with IUE-CWA SKILLED TRADES COMMITTEE.

Journeyman's Card Application
Local Union No. 82798 District No. 7 Date 06/01/02

Name: Smith Samuel John
Last Name: Middie First: 
Address: 1234 Any Where Drive YourTown Kentucky 11111

Social Security # 01/01/1965 General Motors

Present Occupation Machinist 01/01/1999 Maintenance $12.50

Employer: General Motors

Seniority Department

Hourly Rate

Male X Female __ White ___ Black ___ Hispanic ___ Other X

I hereby make application for a Journeyman Card in the following trade or occupation:
Machinist 51-1041.00

Journeyman Classification from IUE Skilled Trades Program Booklet and S.O.C. Number

Name of Employer Address Dates Job Classification

General Motors 111 1st. Euclid Ky. 12321 01/01/96 - present Machinist

ABC Tool 023 Free Rd. Mentor Ky. 13276 06/25/97 - 12/31/98 Machinist

Cool Tool Co. 28y Diane Rd, Far Out Ca. 99999 12/01/96 - 06/24/97 Machinist

VERIFICATION(S) MUST BE ATTACHED FOR EMPLOYER(S)

Applicant's Signature

We have established that the applicant is a bona fide graduate apprentice from:

Fill area below for apprenticeships only otherwise fill in area to right stating 6 yrs exp in trade

Name of Company

Address City State Zip

Trade or Classification as indicated in attached records.

Rejected for the following reason(s):

ACTION TAKEN BY LOCAL: ACCEPTED X REJECTED ___ Date 06/09/02

LOCAL UNION SEAL
Roger S. Lane
President

ACTION TAKEN BY IUE-CWA: ACCEPTED ___ REJECTED ___ Date ___

Secretary Chairman Issued Card Number

Rejected for the following reason(s):
Journeyman's Card Application

Local Union No. Region No. Date: _____

1. Name: ____________________________
   Last                      Middle                      First

2. Address: __________________________

3. Social Security Number

4. Date of Birth

5. Company

6. Present Occupation

7. Seniority

8. Department

9. Hourly Rate

10. Male ___ Female ___

11. White ___ Black ___ Hispanic ___ Other ___

12. I hereby make application for a Journeyman Card in the following trade or occupation:

Journeyman Classification from IUE Skilled Trades Program Booklet and D.O.T. Number

13. Name of Employer_
   Address
   Dates
   Job Classification

VERIFICATION(S) MUST BE ATTACHED FOR EACH EMPLOYER

14. Applicant's Signature

15. We have established that the applicant is a bona fide graduate apprentice from:

   Name of Company
   Address
   City
   State
   Zip

   Trade or Classification as indicated in attached records.

16. Rejected for the following reason(s):

17. ACTION TAKEN BY LOCAL: ACCEPTED ___ REJECTED ___
   Date: ___________

18. Date: ___________

19. President

20. Skilled Trades Committee Chmn.

21. ACTION TAKEN BY REGION: ACCEPTED ___ REJECTED ___
   Date: ___________

22. Date: ___________

23. Rejected for the following reason(s):

24. Secretary

25. Chairman

26. Issued Card Number

(LOCAL: Complete items 15-20)

(REGION: Complete items 21-26)
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